

Translator/Media Monitor

Major Duties and Responsibilities % of Time

1. Selection And Translation: 60%

Performs the full range of monitorial duties: daily scanning of periodicals and online news agencies, listening to radios, watching television broadcasts, selecting items for processing, preparing program summaries, and translating selected items into clear, idiomatic English in conformance with standard editorial style and format. Compares press material to material carried by other media. Brings items of importance to the immediate attention of the Senior Media Specialist (SMS), Media Analysis Officer, Assistant Information Officer (AIO) and Information Officer (IO).

Scans online news sources and acquires a variety of publications or difficult to obtain media sources in response to requirements and customer requests. Frequently searches and reviews the Internet for relevant material on Iraq and regional developments affecting U.S.- Iraqi relations.

Provides value-added products which combine expertise on Iraqi and Pan-Arab media, history, and politics with technical skills regarding television and Internet in clear and concise English. These may include reports as well as video reports, transcripts and products.

Checks Iraqi government websites, Embassy press office inbox and e-mail to alert section leadership to special issues. Maintains situational awareness of Western press reporting on Iraq so as to identify future emerging issues in the Iraqi press. When necessary consults with Senior Media Specialist, or AIO and IO on assignments and operational matters.

Prepares summaries of printed material, condensing the highlights into summary form in a readily understandable and accurate reflection of the original content of the material.

2. Events and outreach: 15%

Performs as a translator, liaison and embassy event assistant as required by senior media specialist, media analysis officer, aio and io. Provides direct support with media outreach and media engagements that public affairs sponsors on and off the embassy compound.

3. Information and resource management: 15%

Keeps accurate records, files, and reference materials as assigned.

Demonstrated knowledge of standard editorial style and format, selection requirements, program summarization, processing, and techniques. Demonstrated expertise of terminology and usage.

Updates content on the the u.s. embassy baghdad website and facebook site. Regularly reads

feedback and alerts senior media specialist, aio and io to any postings or responses requiring action or correspondence.

Demonstrated skill in all phases of media monitoring operations.

Strong command of english to provide accurate translations and transcriptions of selected items, program summaries, highlights as reflected in alerts, editorial reports, and other roundups.

4. Reports: 10%

Prepares television coverage summaries, editorial reports, and roundups. Strong command of english and analytical writing skills is becoming increasingly important as media monitors/translators are moving more toward producing sophisticated value-added written and video reports. This is especially the case with the tracking of embassy engagements with the iraqi and pan-arab press.